

Dear Parents,

As you all know, Thursday, December 16<sup>th</sup> is Parent/Teacher Conference Night from 5:00-7:00 pm. In order to meet with every parent and hand out report cards, I am setting up a schedule to meet with parents for 10 minute time slots. **Please choose 3 times (1, 2, 3)** in order of preference, and I will let you know which time will be your appointment. Appointments will be made in the order I receive the form below. Appointments can also be made for 8:30 am beginning on Friday and into Wednesday of next week.

Mrs. Wing

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Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

**Thursday Evening, December 16<sup>th</sup>**

5:00 _____	5:30 _____	6:00 _____	6:30 _____
5:10 _____	5:40 _____	6:10 _____	6:40 _____
5:20 _____	5:50 _____	6:20 _____	6:50 _____

**Friday Morning, December 17<sup>th</sup>**

8:30 _____	8:40 _____	8:50 _____	9:00 _____
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**Monday Morning, December 20<sup>th</sup>**

8:30 _____	8:40 _____	8:50 _____	9:00 _____
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**Tuesday Morning, December 21<sup>st</sup>**

8:30 _____	8:40 _____	8:50 _____	9:00 _____
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**Wednesday Morning, December 22<sup>nd</sup>**

8:30 _____	8:40 _____	8:50 _____	9:00 _____
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